

## AdminSports FOBF Registration Instructions:

### **NEW USERS ONLY**

If your family has NEVER used this registration site before (even if for another child) for BYBA (basketball), Belmont Soccer Association, or Belmont 2<sup>nd</sup> Soccer, follow the instructions below. If you have not, please return to the previous page and select EXISTING USERS ONLY.

### **[CLICK HERE TO ACCESS THE ADMINSPORTS REGISTRATION SITE.](#)**

- 1) PARENTS ONLY – NOT STUDENTS -- Click the “create an account” button in the “First time user?” box from the AdminSports on-line registration page.
- 2) We can only send group emails to the primary email address, so be sure it is one that is checked frequently, and preferably the parent who will be volunteering for ease of contact. Be sure to enter all required data. Passwords must be at least 4 characters, and phone numbers must be formatted like 617-484-9999. After entering your data, check the “I Agree” box at the bottom of the page and then the “continue” button.
- 3) You will then be taken to the player registration page. Enter all required information. Some of this info is not relevant to our organization, but may be needed if your son uses this site to register for another group in the future. Click “add this player” when finished, or “cancel” to start over.
- 4) Be sure to select the correct grade for the 2011-2012 school year, Belmont High School for the school, and click continue.
- 5) Under Program Selection, you should only see and should select one option, either Freshmen or Varsity & JV, depending on his grade. Then click “submit” to continue or “cancel” to start over.
- 6) Please check one or both parents’ names & select one of the volunteer committees. We do not need your birth date, but the system requires gender & birth date fields be completed. Please be sure contact information is correct.

### **Click submit to continue.**

- 7) The on-line Liability & Medical Waivers are not relevant to our organization, but must be agreed to in order to continue. They are covered by the paper Participation Form that the school requires. After selecting “yes” for both, click “continue”.
- 8) You will now see a summary of the registration information for that child. If any information is not correct, clicking cancel and/or the “back” button on your browser will allow you to start over. If it all correct, click “continue to check out” unless you have another child to register.
- 9) Select Credit Card as your payment method & click the “payment” button.
- 10) Provide the credit card information & click “submit credit card information”.

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